

1: Request Checks to be Printed Report

The CSO401-1 Checks To Be Printed Report is available for printing immediately after keying Command **A.1.1** and pressing **Enter**. The Checks To Be Printed Report should be requested before printing checks. Automated check transactions for released batch(es) that have not yet been assigned check numbers are displayed on this report. Note that an NP printed at the end of a Type 1 Vendor Number indicates that the Vendor Number will not print on the check. A sample of the report is shown in Exhibit XIII-2. If no check transactions are found when this function is used, the system responds with the message '089-THERE ARE NO CHECKS TO BE PRINTED'.

If automated check batches have been found, the system responds with the message '042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER' indicating the report is ready for printing. The recap data for the selected batches is immediately displayed on the screen as shown below:

```
9990 A.1.1: Checks to be Printed Report                                07-15-2000 11:53 AM

TOTAL BATCHES:                                                         8
TOTAL TRANSACTIONS:                                                    68
TOTAL CHECKS:                                                           61
TOTAL DOLLAR AMOUNT:                                                    8,730.86

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                                         Main
042 - PRINT REQUEST COMPLETED...ROPES COMMAND MAY BE REQUIRED TO START PRINTER
```

The CSO401-2 - Recap of Checks (Exhibit XIII-3) appears on the last page of the Checks To Be Printed report. It contains the same information found on the Recap of Checks To Be Printed screen. The CSO401-1 and CSO401-2 reports are transmitted to the ROPES queue labeled **REGS**.

Requesting the Checks To Be Printed report provides a hard copy to verify accuracy by comparing source documents with the information entered in the system before the checks are actually printed. This process reduces the number of errors and could eliminate the printing of invalid checks that would need to be voided. If errors are noted on the report, the incorrect transaction(s) may be corrected from Command **C.2 - List of Batches**. After the transactions are corrected, the batch is released again and the checks to be printed report should be requested again to ensure that the transactions were corrected appropriately.

EXHIBIT XIV-2

CS0401-1 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
 CHECKS TO BE PRINTED
 07/15/02 (08:16) ***** PAGE: 2

| VENDOR INFORMATION | | <---- BATCH ID ----> | | TC | INVOICE | FUND | AMOUNT |
|--|-----------------------|----------------------|---------------|------|---------|----------|-----------------|
| DATE | TYP NO SEQ | | | | | | |
| 0000207541-01 | 07/15/02 05 092 00008 | 424 | ADV COURSE PT | 0998 | | 180.00 | |
| CALIFORNIA STATE UNIVERSITY, FULLERTON | | | | | | 180.00 | <--CHECK AMOUNT |
| FULLERTON CA 92634-9480 | | | | | | | |
| 0000172457-06 | 07/15/02 05 092 00009 | 424 | ADV COURSE PT | 0998 | | 175.81 | |
| FRANKLIN QUEST CO. 2029 HILLRIDGE DRIVE FAIRFIELD CA 94533-7965 | | | | | | 175.81 | <--CHECK AMOUNT |
| 0000031729-00 | 07/15/02 05 092 00010 | 424 | ADV COURSE PT | 0998 | | 3,395.00 | |
| HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | | | | | | 3,395.00 | <--CHECK AMOUNT |
| 0000019717-01 | 07/15/02 05 092 00011 | 424 | ADV COURSE PT | 0998 | | 139.00 | |
| KEYE PRODUCTIVITY CENTER PO BOX 27-480 KANSAS CITY MO 64180 | | | | | | 139.00 | <--CHECK AMOUNT |
| 0000031729-00 | 07/15/02 05 092 00012 | 424 | ADV COURSE PT | 998 | | 3,395.00 | |
| HEWLETT PACKARD FILE 71195 SAN FRANCISCO CA 94160-1195 | | | | | | 3,395.00 | <--CHECK AMOUNT |
| 0000208213-00 | 07/15/02 05 092 00013 | 424 | CERT MAIL | 998 | | 5.00 | |
| SAN JOAQUIN COUNTY SMALL CLAIMS COURT STOCKTON CA 95202-2777 | | | | | | 5.00 | <--CHECK AMOUNT |

EXHIBIT XIV-3

```
CSO401-2 ***** CALSTARS CHECK PROCESSING ***** ORG: 9990
              RECAP OF CHECKS              T O B E P R I N T E D
07/15/02 (08:16) ***** PAGE: 2
              TOTAL BATCHES:                8
              TOTAL TRANSACTIONS:           68
              TOTAL CHECKS TO BE WRITTEN:    61
              TOTAL DOLLAR AMOUNT:          8,730.86
```

EXHIBIT XIV-4
SAMPLE PRINTED CHECK

Data printed from the Invoice Number field, up to 5 lines (5 transactions).

Printed number must match the pre-printed check number, above.

DO NOT SIGN, PERFORATE OR MUTILATE

INVOICE#47923 0998

KNOW YOUR ENDORSER - REQUIRE IDENTIFICATION

JESSE M. UNRUH, TREASURER
STATE OF CALIFORNIA
SACRAMENTO

NUMBER
071-325466
ACCOUNT SERIAL
90-1342
1211
071-325466

PAY TO THE ORDER OF 00000000ABC-00

ABC COMPANY
1300 J STREET
SACRAMENTO CA 95814

ISSUE DATE 08 19 97

CHECK AMOUNT ***1300.00**

OFFICE OF STATE FIRE MARSHAL

VOID

BATCH ID: 7210199708/906010

BY

Vendor Number should be just above the Name and Address Box unless the Vendor Type is 1.

All numbers must be within the Check Amount box. The right two asterisks must be outside the box.

DO NOT SIGN, PERFORATE OR MUTILATE

0071 12113423 00325466 1

| Column Title | Code | Meaning |
|--------------|------------------------------------|---|
| N/P | N | The batch was (or may be) selected for check printing. |
| | P | The batch was released for nightly processing. |
| Batch ID | Date (mm-dd-yy) | 6-digit batch header date. |
| | Type (nn) | 2-digit batch header type. |
| | Num (nnn) | 3-digit batch header number. |
| Batch Status | On Hold | The batch is complete or incomplete and placed on hold (H). |
| | Released | The batch is balanced/released (R) and available for printing checks. |
| Check Status | Checks Not Created Yet | Batch of automated checks unavailable (incomplete) or not selected for check printing. |
| | Checks Created, Not Printed | Batch of automated check transactions that have been selected for printing (Command A.1.2 used) but not released to nightly system update process. |
| | Checks Have Been Printed | Batch of automated checks that have been printed/reprinted and are ready for release (Command A.1.6 , Function P) to CALSTARS nightly batch process. |

When the checks have been printed/reprinted and the Check Register/Reissue Check Register reviewed for correctness, the value in the "N/P" column should be changed to **P** (Printed) to release the batch to overnight processing. The value in the "N/P" column may be changed only when the batch status column shows **Released** and the checks have actually been printed successfully. This process allows the automated check batches in CALSTARS that cannot be printed/reprinted before the start of the nightly batch update process to remain available for printing ("N/P"=N).